

DIARY NOTES

25X1A

DD/S

15 January 1959

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1. With [REDACTED] I reviewed [REDACTED]'s staffing pattern. He proposes to reduce his Staff from 23 to 20. This would be accomplished by a reduction of 2 positions (from 8 to 6) in the Visual Aids Unit and a reduction of 2 positions (from 3 to 1) in the SSA-DD/S Registry and an addition of 1 on the Staff of the Budget Officer. He feels reasonably sure that this can be done and that he will still have an adequate Staff. In connection with the Visual Aids Unit there appears to be a strong case for consolidating the various units in the DD/S Area. I am not sure that this can be done until we move into the new building but I am tentatively inclined to think that the Office of Training might be the logical place in which to lodge such a Unit.

2. We also looked at the Commercial Staff and they propose a reduction of 1 -- from 27 to 26. However, upon rechecking their personnel ceiling it appears that it has been 25; hence, they are actually asking for an increase of 1 rather than a decrease.

LKW:ecb